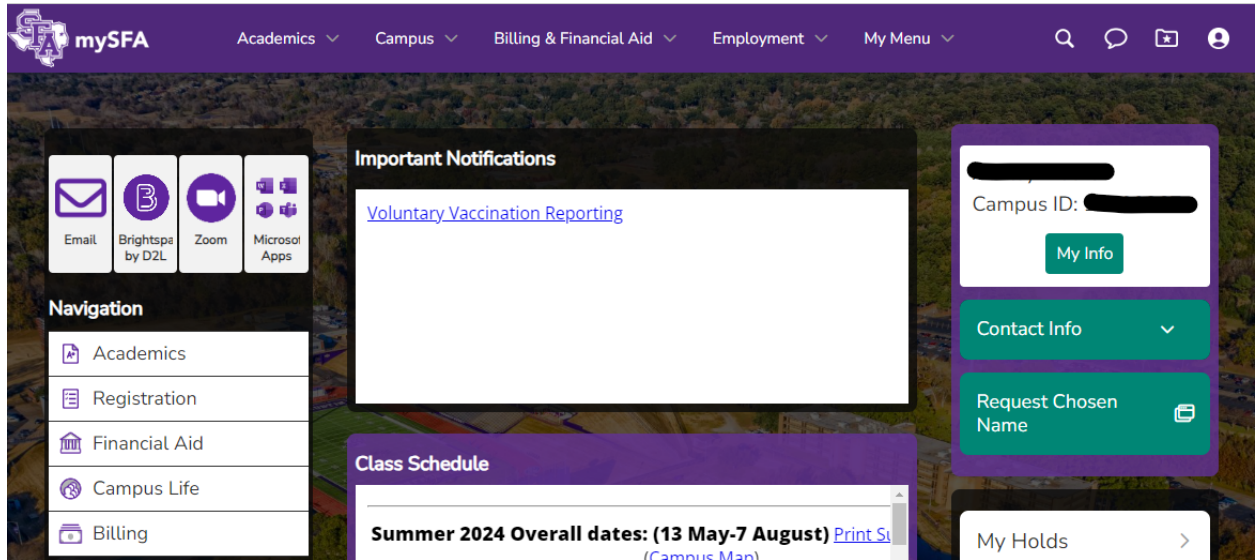
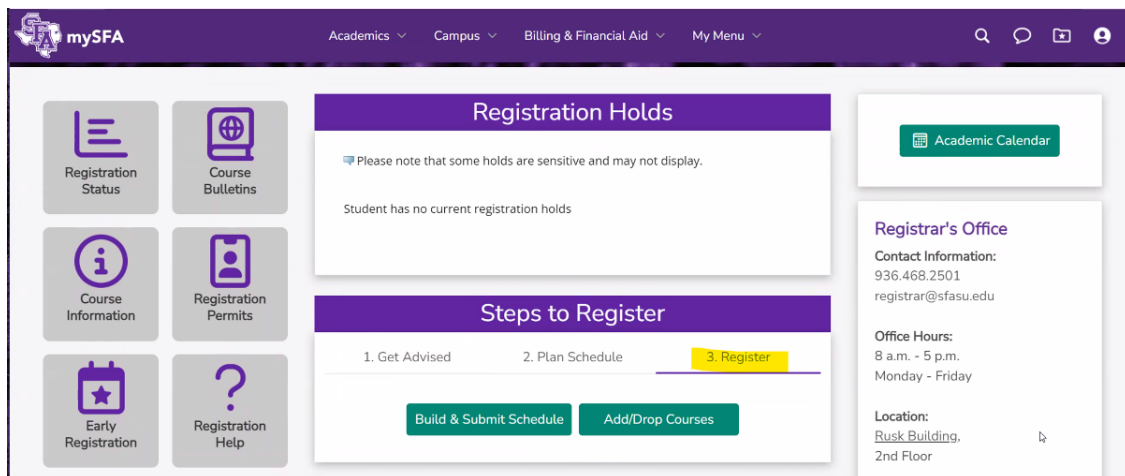


## Add/Drop Tutorial

1. Login to mySFA and under Navigation select Registration.



2. Under Steps to Register - #3 Register > Select Add/Drop Courses.



3. Select Term – Select the desired term then click "Save and Continue"

### Select Term

Term

☐ Summer 2022

☒ Fall 2022

✓ Save and Continue

4. Scroll to the bottom of the Financial Agreement (be sure to acknowledge this as it can/will affect billing) to view the Add boxes at the bottom of the page.

Search

[RETURN TO MENU](#) [SITE MAP](#) [HELP](#) [EXIT](#)

---

**Add or Drop Classes**

To add a class, enter the Course Reference Number in the Add Classes section. To drop a class, use the options available in the Action pull-down list.

**IMPORTANT INFORMATION REGARDING ADDING/DROPPING CLASSES**

**FINANCIAL AID**  
Students convicted for any drug offense while receiving Title IV aid will result in a loss of eligibility for any Title IV, HEA grant, loan or work-study assistance.  
By registering for classes online, you consent to receive your IRS Form 1098-T in electronic format.  
Consent to Receive IRS Form 1098-T in Electronic Format  
By registering for classes online, you consent to receive your IRS Form 1098-T, Tuition Statement, online. You will not receive a mailed copy. An email notification will be sent to you from SFA when the Form 1098-T is available for online viewing and retrieval. Instructions on how to access the electronically furnished Form 1098-T will be included in the email. This consent is given for all 1098-T forms current and future, or until SFA ceases to provide the option for electronic delivery or you withdraw your consent as directed below. Your 1098-T will be available online for a period of 3 years.  
Form 1098-T reports qualified education expenses paid during the calendar year to enrolled, or previously enrolled, students. Grants or scholarships processed by SFA are also required to be reported on the form. The financial information is intended to assist you in determining the amount of an education related income tax credit or tax deduction you may be able to claim on the individual income tax return. You should also refer to your own financial records.  
Withdrawal of Consent and Request for Paper Statement of IRS Form 1098-T  
You may withdraw your consent to receive your 1098-T form electronically at any time. To withdraw consent, notify the SFA Business Office via email at [businessoffice@sfa.edu](mailto:businessoffice@sfa.edu) or by mail at Box 13053, Nacogdoches, TX 75962. You may also withdraw consent in person at the Business Office, Room 204 of the Austin Building, during normal business hours. The SFA Business Office will confirm the effective date of the withdrawal of consent to you via email or letter to your address on file. If you withdraw consent, a paper 1098-T will be mailed to you. The withdrawal of consent for electronic delivery does not apply to electronically furnished statements issued before the date of the notification of withdrawal of consent. Please call the Business Office at 936-468-6960 with any questions on withdrawing consent.  
Consent to Receive IRS Form 1098-T  
You may request a paper copy of IRS Form 1098-T by requesting a copy from the SFA Business Office. A request for a paper copy will not revoke the consent for future electronic delivery of your 1098-T.  
Consent to Receive IRS Form 1098-T in Electronic Format  
Your IRS Form 1098-T will be available from the mySFA website. An email notification will be sent to you from SFA when the Form 1098-T is available for online viewing and retrieval. Instructions on how to access the electronically furnished Form 1098-T will be included in the email. In order to access mySFA, you will need recent version of one of the following Internet browsers: Windows: Internet Explorer, Firefox, Safari; Macintosh: Firefox, Safari.

**TUITION CHARGES FOR EXCESS HOURS**  
Texas Education Code Section 54.068 stipulates that the State of Texas will not provide funds to state institutions of higher education for excess semester credit hours earned by a resident undergraduate student. Since funding will not be provided by the State, and as permitted by state law, SFA will charge tuition at the non-resident rate to all students that exceed the semester credit hour limit of their program. The Code states, "The board may not include funding for semester credit hours earned by a resident undergraduate student who before the semester or other academic sessions begins has previously attempted a number of semester credit hours for courses taken at any institution of higher education while classified as a resident student for tuition purposes that exceeds by at least 30 hours the number of semester credit hours required for completion of the degree program in which the student is enrolled."  
The limitation on excess credit hours applies only to those undergraduate students who first enter higher education in the fall of 2006 and thereafter. The semester credit hours counted toward the limitation include all hours attempted by the student except:  
• Semester credit hours earned by the student before receiving a baccalaureate degree that has been previously awarded.  
• Semester credit hours earned by the student by examination or under any other procedure by which credit is earned without registering for a course for which tuition is charged.  
• Credit for remedial education courses, technical courses, workforce education courses funded according to contract hour, or other courses that do not count toward a degree program at the institution.  
• Semester credit hours earned by the student at a private or an out-of-state institution.  
The 2005 Legislative Session amended Texas Education Code 54.068 by changing the number of semester credit hours that exceeds the number of semester credit hours required for completion of the degree program in which the student is enrolled from 45 hours to 30 hours. Those undergraduate students, who first entered higher education in the fall of 1999 through the summer of 2006, will still be held to the 45 semester hour limitation.  
The Texas Legislature eliminated funding to institutions of higher education for students enrolled in courses that they have attempted three or more times. An attempted course is any course in which a grade is earned, a repeated course, or a course dropped after the census date. In order to compensate for the loss of state funding, students attempting a course for the third or more time will be required to pay an additional amount per semester credit hour for the repeated course as established by the SFA Board of Regents.  
Tuition and fees are the obligations of each student. Payments may be made by web check or credit card by clicking the link for pay online with Ebill on the Billing tab. Payments may also be made in person at the Business Office in the Austin Building (Room 204).  
Please access Registration Information for the current semester by [clicking here](#).  
[Click here for a tutorial for registration.](#)

**REGISTRATION**

5. In the Add boxes you will enter the CRN (5-digit number) for the course you want to register for. (\*If you do not know the CRNs for each class proceed to step #7).

6. Once the CRNs have been entered into the boxes you may select 'Submit Changes' to register.

## Current Schedule

Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode	Title
Waitlisted on May 23, 2024	<input type="button" value="None"/> <input checked="" type="button" value="v"/>	20426	MCOM	3351	001	Undergraduate	0.000	Standard		Social Media Strategies
Waitlisted on May 23, 2024	<input type="button" value="None"/> <input checked="" type="button" value="v"/>	20427	MCOM	3353	001	Undergraduate	0.000	Standard		Social Media Content Productio
Waitlisted on May 23, 2024	<input type="button" value="None"/> <input checked="" type="button" value="v"/>	20434	MCOM	4351	001	Undergraduate	0.000	Standard		Advertising And Promotion For
Web-Registered on May 23, 2024	<input type="button" value="None"/> <input checked="" type="button" value="v"/>	21054	MCOM	2311	002	Undergraduate	3.000	Standard		Media Writing

Total Credit Hours: 3.000  
Billing Hours: 3.000  
Minimum Hours: 0.000  
Maximum Hours: 19.000  
Date: Jun 20, 2024 10:26 am

## Add Classes Worksheet

**CRNs**


7. If you do not know/have CRNs for the courses desired you may select the 'Class Search' button to begin a class search.

### Add Classes Worksheet

**CRNs**

8. Select a subject and open the course offerings by clicking the 'Course Search' button.  
\*More than one subject can be selected at a time by using the CTRL key.

### Look Up Classes

 Use the selection options to search the class schedule.

**Subject:**

Accounting

Ag. Engineering Technology

Agribusiness

Agricultural Development

Agriculture

Animal Science

Anthropology

Applied Arts & Sciences

Art

Astronomy

9. If you are looking for something more specific, you will need to click the 'Advanced Search' button for more search options.

**Look Up Classes**

Use the selection options to search the class schedule. You may choose any combination of fields to narrow your search.

**Subject:** Accounting, Ag. Engineering Technology, Agribusiness, Agricultural Development, Agriculture, Animal Science, Anthropology, Applied Arts & Sciences, Art, Astronomy

**Course Number:** [ ]

**Title:** [ ]

**Schedule Type:** All, Dissertation, Independent Study

**Instructional Method:** All, Hybrid/Blended, Multiple or other Electronic

**Credit Range:** [ ] hours to [ ] hours

**Campus:** [ ]

**Course Level:** All, Doctoral, Graduate

**Part of Term:** All, 1st half of full term, 2nd half of full term

**Instructor:** All, Abel, Carolyn, Abel, Charles Frederick

**Session:** All, Afternoon, Evening

**Attribute Type:** All, Honors, Kinesiology or Dance Activity

**Start Time:** Hour [00] Minute [00] am/pm [am]

**End Time:** Hour [00] Minute [00] am/pm [am]

**Days:** Mon, Tue, Wed, Thur, Fri, Sat, Sun

**Section Search** | **Reset**

**There are many ways to use the advanced search.**

1. By Subject: You can type in a subject instead of scrolling. You can also select multiple subjects using your Ctrl button.
2. By Method: Here is an easy way to find online or "Web" based classes.
3. By Credit Range: This is a handy search feature that can be used to limit your search to a certain credit hour range. For instance, if you only needed a one hour course, then you could input "1.0 hours to 1.0 hours".
4. By Course Level: Search for only Masters or Doctoral courses.
5. By Part of Term: First-half and Second-half semester courses can be searched for or filtered out using this section.
6. By Time: You may search for classes within certain time allotments. Be broad in time range!
7. By Days: **USE WITH CAUTION!** Selecting multiple days will only bring up classes that meet on each of those days. For instance, if you check Tuesday and Thursday, then only classes that meet on BOTH of those days will appear in your results. If you check Mon, Tues, Wed, Thurs, and Fri, then no classes will appear in your results because NO class meets every day of the week.

**USING MULTIPLE SEARCH FEATURES WILL LIMIT YOUR RESULTS.**

10. Once you select the 'Section Search' button you will see the courses offered with the specifics you selected. Click 'View Sections' for the desired class.

**Look Up Classes**

Fall 2024

**Agribusiness**

2361	Agricultural Economics	<a href="#">View Sections</a>
3349	Marketing of Ag Prods	<a href="#">View Sections</a>
4051	Farm Management Lab	<a href="#">View Sections</a>
4351	Farm Management	<a href="#">View Sections</a>

- The section view will appear and list each of the sections being offered for the selected course. Scroll through the list to find the section you want.

### Look Up Classes

#### Sections Found

##### English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time
<input type="checkbox"/>	12746	ENGL	1301	001	M	3.000	Rhetoric and Composition	TR	08:00 am-09:15 am
<input type="checkbox"/>	12750	ENGL	1301	002	M	3.000	Rhetoric and Composition	MWF	08:00 am-08:50 am
<input type="checkbox"/>	12751	ENGL	1301	003	M	3.000	Rhetoric and Composition	MWF	12:00 pm-12:50 pm
<input type="checkbox"/>	12752	ENGL	1301	004	M	3.000	Rhetoric and Composition	TR	09:30 am-10:45 am
<input type="checkbox"/>	12753	ENGL	1301	005	M	3.000	Rhetoric and Composition	TR	08:00 am-09:15 am
<input type="checkbox"/>	12754	ENGL	1301	006	M	3.000	Rhetoric and Composition	MWF	09:00 am-09:50 am
<input type="checkbox"/>	12755	ENGL	1301	007	M	3.000	Rhetoric and Composition	MWF	09:00 am-09:50 am
<input type="checkbox"/>	12757	ENGL	1301	009	M	3.000	Rhetoric and Composition	TR	09:30 am-10:45 am
<input type="checkbox"/>	12758	ENGL	1301	010	M	3.000	Rhetoric and Composition	MWF	09:00 am-09:50 am
<input type="checkbox"/>	12759	ENGL	1301	011	M	3.000	Rhetoric and Composition	MWF	08:00 am-08:50 am
<input type="checkbox"/>	12760	ENGL	1301	012	M	3.000	Rhetoric and Composition	TR	08:00 am-09:15 am
<input type="checkbox"/>	12761	ENGL	1301	013	M	3.000	Rhetoric and Composition	TR	09:30 am-10:45 am
<input type="checkbox"/>	12762	ENGL	1301	014	M	3.000	Rhetoric and Composition	TR	11:00 am-12:15 pm

There is a lot of important information on this page. See below for explanations of the columns

### Look Up Classes

#### Sections Found

##### English

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title	Days	Time	Cap	Act	Rem	WL Cap	WL Act	WL Rem	Instructor	Date (MM/DD)	Location
<input type="checkbox"/>	12746	ENGL	1301	001	M	3.000	Rhetoric and Composition	TR	08:00 am-09:15 am	20	0	20	0	0	0	Karen Marie Perkins (P)	08/24-12/11	FERG 184
<input type="checkbox"/>	12750	ENGL	1301	002	M	3.000	Rhetoric and Composition	MWF	08:00 am-08:50 am	20	0	20	0	0	0	Billy Paul Longino (P)	08/24-12/11	FERG 378
<input type="checkbox"/>	12751	ENGL	1301	003	M	3.000	Rhetoric and Composition	MWF	12:00 pm-12:50 pm	20	0	20	0	0	0	Dylan Edward Parkhurst (P)	08/24-12/11	FERG 184
<input type="checkbox"/>	12752	ENGL	1301	004	M	3.000	Rhetoric and Composition	TR	09:30 am-10:45 am	20	0	20	0	0	0	Aaron Thomas Minkard (P)	08/24-12/11	FERG 171
<input type="checkbox"/>	12753	ENGL	1301	005	M	3.000	Rhetoric and Composition	TR	08:00 am-09:15 am	20	0	20	0	0	0	Billy Paul Longino (P)	08/24-12/11	FERG 476

The CRN, Subj, Crse, Sec, and Tile columns contain basic course information.

The Days and Time columns note when the course meets.

M = Monday T = Tuesday W = Wednesday  
R = Thursday F = Friday

The Cmp column notes what campus the course is located on.

M = Main Campus 8WW = Online

Most courses will use these while there are other campus codes that indicate SFA courses being held elsewhere.

The Cap, Act, and Rem column contain information on the section's current enrollment. The columns to the left with the additional 'WL' indicate the current Waitlist information.

Cap = Max Capacity Act = Actual Enrollment  
Rem = Remaining Seats

The Instructor column shows either the instructor assigned to the section or 'Unassigned Staff', noting that there is not yet an instructor assigned in the system.

The Date (MM/DD) column show the course dates. SFA has small terms within both fall and spring. You can distinguish between full, first-half, and second-half semester courses using this column.

The Location column indicates the building and room where the course will be held.

### Section View- Detailed Class Information

More specific course information can be found by clicking the CRN of a section you are interested in.

#### Sections Found

##### Agribusiness

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
<input type="checkbox"/>	10757	AGBS	2361	001	M	3.000	Agric
<input type="checkbox"/>	17078	AGBS	2361	002	M	3.000	Agric

[Register](#) [Add to WorkSheet](#) [New Search](#)

Clicking on the CRN will bring you details about the specific course.

#### Sections Found

##### Agricultural Economics - 10757 - AGBS 2361 - 001

**Associated Term:** Fall 2024

**Registration Dates:** Apr 01, 2024 to Sep 10, 2024

**Levels:** Undergraduate

**Attributes:** Social & Behavioral

Full Term

On Main Campus

Lecture Schedule Type

Face-to-Face, SFA Campus Instructional Method

3.000 Credits

[View Catalog Entry](#)

#### Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Class	8:00 am - 9:15 am	TR	Agriculture 115	Aug 26, 2024 - Dec 13, 2024	Lecture	Leland C Thompson (P) 

12. You can register for the course two ways from the Section View. Once you find the section you want, select it by clicking the box in the left most column.

**Option 1:** Click the box and select register.

**Option 2:** Click the box and select 'Add to Worksheet'.

#### Sections Found

##### Agribusiness

Select	CRN	Subj	Crse	Sec	Cmp	Cred	Title
<input checked="" type="checkbox"/>	10757	AGBS	2361	001	M	3.000	Agric
<input type="checkbox"/>	17078	AGBS	2361	002	M	3.000	Agric

[Register](#) [Add to WorkSheet](#) [New Search](#)

Both options will re-direct you to the Add/Drop Home Page.

**Option 1:** Will submit your request to the system

**Option 2:** Will add the CRN of the selected class to the Add Classes Worksheet at the bottom of the Add/Drop Homepage and (the course(s) will be held here in the boxes while you search for and add

the remainder of your courses).

**Option 1:** When re-directed to the homepage, toward the middle of the page you will see your current schedule and the status will say 'Web-Registered'

## Current Schedule

Status	Action
Web-Registered on May 21, 2024	
Web-Registered on May 15, 2024	
Web-Registered on May 21, 2024	None ▼

Total Credit Hours: 9.000  
Billing Hours: 9.000  
Minimum Hours: 0.000  
Maximum Hours: 17.000  
Date: Jun 20, 2024 11:13 am

Option 2: The CRN selected will be saved in the boxes at the bottom of the page until you have selected all courses and clicked 'Submit Changes'.

**Add Classes Worksheet**

CRNs

12796

Submit Changes Class Search Reset

**Add Classes Worksheet**

CRNs

12796 13005 12916

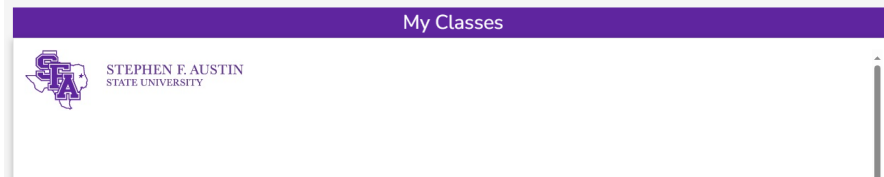
Submit Changes Class Search

13. If you receive a Registration Add error, you will need to address the error before you can finalize your registration process. See Registration Add error example below:

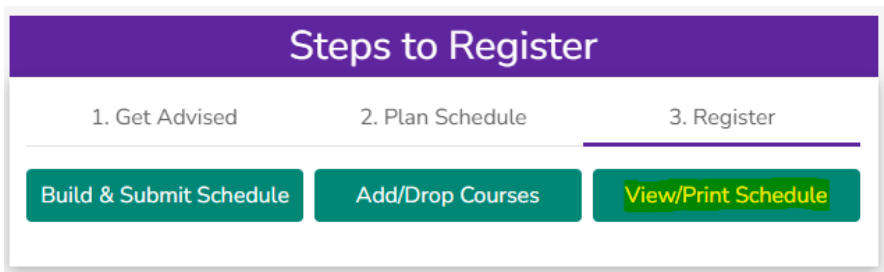
Current Schedule									
Status	Action	CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode Title
Web-Registered on Apr 20, 2020	None ▼	12796	ENGL	1301	500	Undergraduate	3.000	Standard	Rhetoric and Composition
Web-Registered on Apr 20, 2020	None ▼	12916	ARTS	1301	001	Undergraduate	3.000	Standard	Art Appreciation
Web-Registered on Apr 20, 2020	None ▼	13005	GOVT	2305	001	Undergraduate	3.000	Standard	Federal Government
Total Credit Hours: 9.000									
Billing Hours: 9.000									
Minimum Hours: 0.000									
Maximum Hours: 19.000									
Date: Apr 20, 2020 04:21 pm									
❗ Registration Add Errors									
Status		CRN	Subj	Crse	Sec	Level	Cred	Grade	Mode Title
Prerequisite Error-Please contact this course's department.									
		12197	FREN	2311	001	Undergraduate	3.000	Standard	Intermediate French



14. We highly recommend that you take a moment to print out a screenshot from the Registration page of the "My Classes" box or print out under #3 Register, click View/Print Schedule.



or



#### Student Detail Schedule

Total Credit Hours

##### Event-Driven Programming - CSCI 2311 - 002

**Associated Term:** Fall 2024  
**CRN:** 12022  
**Status:** Web-Registered on Apr 05, 2024  
**Assigned Instructor:** Korey E. Kahler

**Grade Mode:** Standard  
**Credits:** 3.000  
**Level:** Undergraduate  
**Campus:** On Main Campus  
**Part of Term:** Full Term

##### Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	12:30 pm - 1:45 pm	TR	Ed and Gwen Cole STEM Building 314 Aug 26, 2024 - Dec 13, 2024	Lecture	Korey E Kahler (P)

##### Introduction to Problem-Solving - CSIT 1300 - 001

**Associated Term:** Fall 2024  
**CRN:** 12023  
**Status:** Web-Registered on Apr 05, 2024  
**Assigned Instructor:** William W. Long

**Grade Mode:** Standard  
**Credits:** 3.000  
**Level:** Undergraduate  
**Campus:** On Main Campus  
**Part of Term:** Full Term

##### Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	3:30 pm - 4:45 pm	TR	Ed and Gwen Cole STEM Building 314 Aug 26, 2024 - Dec 13, 2024	Lecture	William Werther Long (P)

##### Federal Government - GOVT 2305 - 004

**Associated Term:** Fall 2024  
**CRN:** 20702  
**Status:** Web-Registered on Apr 05, 2024  
**Assigned Instructor:** Alan I. Bailly

**Grade Mode:** Standard  
**Credits:** 3.000  
**Level:** Undergraduate  
**Campus:** On Main Campus  
**Part of Term:** Full Term

##### Scheduled Meeting Times

Type	Time	Days Where	Date Range	Schedule Type	Instructors
Class	9:30 am - 10:45 am	TR	T. E. Ferguson Liberal Arts 371 Aug 26, 2024 - Dec 13, 2024	Lecture	Alan Ivan Bailly (P)



**There are two ways to drop a class. Each has different deadlines.**

- 1. Using Add/Drop Courses.**
- 2. Using the Drop/Withdraw request form. Note: Completing a drop using the Drop/Withdraw request form will count as one of the Texas 6 drops for Undergraduate students.**

**Deadlines for each are listed at: <https://www.sfasu.edu/registrar/registration-information/dates-deadlines>**

### **Dropping A Class-**

1. In the middle of the Add/Drop Home page, find 'Current Schedule' and find the course you wish to drop. Use the drop-down menu and select 'Web-Drop'. Click 'Submit Changes' at the bottom.

#### **Current Schedule**

Status	Action
Web-Registered on May 21, 2024	
Web-Registered on May 15, 2024	
Web-Registered on May 21, 2024	None ▾
	None
	Web-Drop
Total Credit Hours: 9.000	
Billing Hours: 9.000	
Minimum Hours: 0.000	
Maximum Hours: 17.000	
Date: Jun 20, 2024 11:27 am	

#### **Add Classes Worksheet**

CRNs	
<input type="text"/>	<input type="text"/>
<input type="button" value="Submit Changes"/>	<input type="button" value="Class Search"/>
<input type="button" value="Reset"/>	

2. If the drop is successful the course(s) will no longer show on the current schedule of classes in Add/Drop courses.

3. If the drop was **not successful** please read the error details for further information on how to proceed.
  - a. One frequent error is not dropping the required corequisite course.